

Department of Workforce Services



Targeted - Choose To Work

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		<u>Answer</u>	<u>Comments</u>
1	Are the employment exchange statuses marked appropriately?	Yes No N/A	
2	Is there a CTW referral? (From USOR VR or a DWS Employment counselor)	Yes No N/A	
2-a	Was the CTW referral appropriate?	Yes No N/A	
3	Was a case review conducted with the Choose To Work (CTW) Employment Specialist and the referring counselor?	Yes No N/A	
4	Was a current Release of Information signed and imaged? (Form 115 or USOR45-B)	Yes No N/A	
5	Does the customer have a viable employment goal?	Yes No N/A	
6	Was the decision made to accept or decline the customer within 30 working days of the receipt of the CTW Referral?	Yes No N/A	
7	Has the CTW Employment Specialist assigned themselves as a primary (or secondary) worker in UWORKS?	Yes No N/A	
8	Is the current plan appropriate for the customer's situation?	Yes No N/A	
9A	"SMART Planning" *Was the employment plan specific?	Yes No N/A	
9B	*Was the employment plan measurable?	Yes No N/A	
9C	*Was the employment plan attainable?	Yes No N/A	
9D	*Was the employment plan relevant?	N/A Yes No	
9E	*Was the employment plan trackable?	Yes No N/A	

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10	Based on the tasks in the plan, is progress being monitored? (Ex: class schedules, grades, progress/ attendance reports, job logs, medical verification, etc.). EMPLOYMENT PLAN MONITORING DEFINITION: Monitoring is the act of performing activities to confirm, substantiate, document and verify customer success. The purpose of monitoring is to be informed about what activities the customer is involved in, and what progress the customer is making in the agreed upon activities.	Yes No N/A	
11	PLACEMENT: *Is the UWORKS Job Placement History screen complete, with current job information added to the Work History?	Yes No N/A	
11-a	*For cases not showing placement activities, was progress reviewed for appropriateness for CTW services?	Yes No N/A	
12	If the customer has attained employment or placement, has the referring DWS or USOR VR counselor been notified?	Yes No N/A	
13	CTW SERVICE CLOSURE: *Has the CTW service been closed timely and narrated in UWORKS?	Yes No N/A	
14	Was the customer enrolled in the Follow-up Choose To Work service within 30 days of employment attainment or placement?	Yes No N/A	
15	NARRATIONS: *Do the narrations reflect monitoring activities, customer progress, and outcomes?	Yes No N/A	
15-a	*Were the narrations entered in a timely manner?	Yes No N/A	

Additional Comments: